

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE

NO. HC-27PAGE
NO.

1.

1. Requesting Agency

WORCESTER COUNTY

2. Division or Bureau of Requesting Agency

REGISTER OF WILLS

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. GENERAL CORRESPONDENCE

Quantity: 2 cubic feet

Dates: 1921 - -

File Arrangement: Alphabetical

Annual Accumulation: 1/4 cubic foot

Disposable Amount: 1 1/2 cubic feet

This file consists of correspondence with individuals, attorneys, various state and county agencies, etc., concerned with the functions of the office. Correspondence relating to decedents is filed in the appropriate estate folder, which is retained permanently.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

2. PETITIONS FOR LETTERS

Size: 8 1/2" x 13"

Quantity: 2 cubic feet

Dates: 1938 - -

File Arrangement: Chronological by date of petition

Annual Accumulation: 1/4 cubic feet

Disposable Amount: 2 cubic feet

Carbon copies of Petitions for Letters Testamentary and Letters of Administration. The originals are filed in the Estate Folders and the carbons are preserved only for convenience of reference. This

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Kathryn J. Cordery Register of Wills

Signature

Title

Date

6/16/55

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

7/7/55
DateMaria S. Radloff
ArchivistJUL 11 1955
Date[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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NO. 2.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

material is considered non-record within the meaning of the statute governing non-record material, (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 edition).

3. RECEIPT BOOKS

Size: 1" x 11" x 7½"

Quantity: 2 cubic feet

Dates: 1938 - -

File Arrangement: Chronological by date of receipt

Annual Accumulation: 1/4 cubic feet

Disposable Amount: 1½ cubic feet

Audited by: State

A pre-numbered receipt is prepared in triplicate for any money received by the Register of Wills. The copies of the receipt are distributed as follows:

1. Original - payor
2. First Carbon - filed in estate folder or remains in receipt book.
3. Second Carbon - remains in receipt book

The recommendation below applies to carbons not filed in estate folders.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 8 cubic feet

Dates: 1921 - -

File Arrangement: Alphabetical for invoices and bills, chronological for other items.

Annual Accumulation: 1/4 cubic feet

Disposable Amount: 7 cubic feet

Audited by: State

The following accounting records are arranged in three collections as described below. The transactions they concern are recorded in the Cash Book, which is a permanent financial record of the Register of Wills' office:

Canceled checks, bank statements, check books, deposit slips and bank books of the Register of Wills.

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HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
Date JUL 11 1955

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Monthly, Quarterly, and annual reports to the State Comptroller of money received in the office of the Register of Wills.

Paid invoices and bills for office supplies and housekeeping services.

RECOMMENDATION: -RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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RECEIVED BY
BOARD OF PUBLIC WORKS
JUL 11 1955

[Signature]
Secretary